

DEFENCE FORCES



**TERMS AND CONDITIONS GOVERNING THE ENLISTMENT OF ABLE
CHEFS IN THE NAVAL SERVICE IN 2019/2020**

IMPORTANT

A person applying for enlistment as an **Able Chef in the Naval Service** should read these terms and conditions carefully prior to completing the application form. An application form should only be submitted if the applicant is satisfied that he/she fulfils all of these conditions as detailed.

Exceptions to the conditions governing the competition cannot be made in individual circumstances. Males and females may apply on an equal basis.

1. GENERAL QUALIFICATIONS

All applicants must:

- a. At the time of application provide documentary proof that they:
 - are a citizen of Ireland, or
 - have a legal entitlement to reside and work in the State for the period of any such appointment
- b. satisfy the Minister for Defence as to character,
- c. meet the required minimum standards of medical and physical fitness.

2. AGE REQUIREMENTS

Candidates must be 18 years of age and less than 27 years of age on the closing date for receipt of applications, which for this competition is 31 March 2020.

3. MINIMUM EDUCATIONAL QUALIFICATIONS

Candidates must have attained the required minimum educational qualifications at the time of entry into the Naval Service.

A candidate for enlistment as an Able Chef must have completed one of the following:

- a. FETAC Level 6 in Culinary Arts.
- b. Quality Qualifications Ireland Level 6 in Culinary Arts.
- c. NTCB Level 6 in Culinary Arts.
- d. National equivalent of any of the above.

4. MEDICAL AND PHYSICAL STANDARDS

Candidates must be in good mental and bodily health and free from any physical defect, abnormality, physiological condition or past history of serious illness likely to interfere with the efficient performance of his/her duties.

a. **Height:**

The minimum height requirement is 157.48 cm. Physical standards and weight must be in keeping with height and age.

b. **Vision:**

Vision must be not less than 6/36 in each eye, corrected to not less than 6/6 in one eye and 6/9 in the other. Normal night and colour vision are required. Both eyes must be free from disfiguring or incapacitating abnormality and free from acute or chronic disease. The eligibility, or not, of applicants who have had previous incisional or laser treatment to correct visual acuity will be determined at the Medical Examination. Please see Annex B for further information.

c. **Dental:**

Candidates must be free from any serious periodontal disease and possess teeth to a specific standard, which is not less than the equivalent of eleven over eleven natural teeth functionally opposed. In certain circumstances artificial teeth may be acceptable.

d. **Hearing:**

A good standard of unaided hearing is essential. Candidates will be required to undergo audiometric examination at which:

(1) The sum of the hearing threshold at 1,2,3, 4 and 6 kHz should not exceed the age and gender related warning levels contained in the "Guidelines on Hearing Checks and Audiometry Regulations 2007", issued by the Health and Safety Authority.

(2) Candidates under 25 years of age must be able to hear all measured pure tones up to and including 8kHz at 20dB in each ear. Candidates aged 25 and older must be able to hear all measured pure tones up to and including 8kHz at 25dB in each ear. Candidates must also be free from acute or chronic ear disorders.

Candidates are advised to avoid all sources of loud noise and music for a period of 48 hours prior to this examination as exposure to such noise may adversely affect the results of the examination.

5. APPLICATION FORM

Candidates must apply online to www.military.ie

Applications for an Able Chef must be made on the official electronic application form available at www.military.ie

All correspondence with candidates will be done by email for the duration of the competition. Candidates should ensure the email address given is accurate and correct.

Each application is acknowledged automatically within 24 hours. If an acknowledgement is not received within 48 hours of applying, candidates should immediately contact the Naval Service Recruitment Section at: 021 864732 or at navy.recruitment@defenceforces.ie.

Applicants wishing to conduct the application process through Irish should contact the Naval Service Recruitment Section. Likewise, if an applicant's email address should change the onus, is on the applicant to make contact with the Naval Service Recruitment Section immediately advising them of the change of email address.

6. INTERVIEW BOARD

Candidates called for interview will be required to produce the following documents to the Interview Board;

- a. Certificate/s in respect of the relevant degree/course's, mentioned in Paragraph 3 above, which the candidate has completed.
- b. Testimonials from present and/or previous employers.
- c. Proof of experience, if any in the Catering Field.
- d. Long form Birth Certificate.

A panel, in order of merit, will be formed of Candidates who are successful at interview.

7. DATA PROTECTION ACT - EMPLOYEE VETTING BY AN GARDA SIOCHANA

Candidates who are invited to attend before an Interview Board will be required to complete and sign a Garda Vetting Application Form. This will, pursuant to the Data Protection Act, 1988, authorise the Garda Síochána to furnish to the Military Authorities a statement that there are no convictions recorded against the candidate, or, if applicable, a statement of convictions.

8. MEDICAL AND PHYSICAL FITNESS EXAMINATIONS

Candidates who are successful at the interview stage will be required to undergo a detailed medical examination, including audiometric test. The medical examination will include the provision of urine and blood samples. As part of the medical examination a candidate will also be required to give full and accurate information on his/her family medical history as requested by the examining Doctor. This detailed medical examination is part of the selection process and does not imply that a candidate has qualified for enlistment as an Able Chef. Candidates will be required to meet the following minimum fitness

requirements for induction. If a candidate fails to meet any of the minimum requirements below, they will not be permitted to proceed to the next stage of the competition. All DF serving members are required to complete an annual fitness test in accordance with DF TI 05/2007.

The Physical Fitness test is designed to assess the candidate's current level of physical fitness and his/her capacity to undergo the rigours of military training. It is composed of three (3) aspects. This applies to all inductees **except those specifically applying to the Defence Forces School of Music (DFSM) -**

Body Composition; assessment of % body fat will be carried out using the body mass index test; and skinfold caliper test (if necessary). Individuals who score > or equal to 30 on the body mass index test must undergo a skinfold caliper test. Individuals who score in excess of 70mm (Males) or 80mm (Females) on the skinfold caliper test will NOT be permitted to continue with the test.

Local Muscular Endurance:

Push ups		Sit ups	Time Allowed	Remarks
Male	20	20	1 min	Pass/Fail Test
Female	20	20	1 min	Pass/Fail Test

Females candidate may do modified push ups.

Aerobic capacity

Distance		Max Time Allowed	Remarks
Male	2.4km	11 mins 40 secs	Pass/Fail Test
Female	2.4km	13 mins 10 secs	Pass/Fail Test

9. EXPENSES

Expenses incurred by a candidate in connection with his/her attendance for interview, medical examinations or on first reporting for enlistment will not be borne by public funds.

10. CONDITIONS ON ENLISTMENT

- a. A successful candidate will initially be enlisted for five (5) years permanent service and seven (7) years reserve service. On completion of five years permanent service, a member may be permitted to extend the terms of his/her permanent service to nine (9) years and then to twelve (12) years, should he/she fulfil such criteria as may be laid down by the Deputy Chief of Staff (Support) in regards to such matters as conduct rating, physical fitness and medical category.
- b. He/She may then be re-engaged for such a period as will make up a continuous period of twenty-one (21) years service should he/she fulfil such criteria as laid down by the Deputy Chief of Staff (Support) in regards to such matters as conduct rating, physical fitness and medical category. For those enlisting since 1 January 1994, the maximum service in the PDF applicable to the rank of Able-Seaman and Leading-Seaman is 21

years. However, a serving member who enlisted in the Permanent Defence Force on or after 1 January 1994 may, subject to Defence Force Regulations and to meeting certain criteria and conditions, be permitted to continue in service – beyond 21 years - up to the age of 50 years in the rank of Petty Officer and to the age of 56 years in all higher enlisted ranks.

- c. An Able Chef enlisted as a result of this competition, will be required to undergo training courses as follows:
 - 1. Basic Military Training Course of minimum 16 weeks but not more than 20 weeks duration,
 - 2. Direct Entry Chefs Conversion Course of 9 Weeks duration, this consists of 5 weeks in the Defence Forces School of Catering, McKee Barracks and 4 weeks work experience Ashore & at Sea.
- d. Anyone who does not reach a satisfactory standard on these courses, as outlined in the Training Syllabi may be discharged from the Permanent Defence Force. However, an individual who was a serving member of the Permanent Defence Force at the time of selection will, if they fail to reach a satisfactory standard, revert to their previous rank and may be assigned to any line appointment within the Naval Service.
- e. Successful candidates will be required to complete Military Training, Professional Courses and Seagoing Familiarisation.
- f. Personnel of the Permanent Defence Force may at any time be required to serve outside the State.
- g. Candidates will be required to undertake compulsory random drug testing throughout their career in the Defence Forces.

11. RANK ON ENLISTMENT

A successful candidate will be enlisted in the rank of Able Rate. His/her duties will be carried out mainly on board Naval Services vessels. His/her station will be at the Naval Base, Haulbowline, Cobh, Co. Cork. Following satisfactory service a successful candidate may be promoted, on successful completion of the necessary courses, to the rank of Able Rate (Able Chef) (Group 2).

12. PAY-SCALES

Enlisted personnel pay PRSI contributions under Class H which insures them for the range of benefits under the Social Insurance code, including the State Pension (Contributory).

The following are the current pay rates plus Military Service Allowance with effect from 1 September 2019 for Able Cooks. Candidates should note that different pay and conditions may apply if, immediately prior to enlistment, the appointee is a serving member of the Permanent Defence Force.

RANK	POINT	RATE OF PAY (per week)	Weekly Military Service Allowance(MSA)
Able Rate	1 st	€496.79	€43.76
	2 nd	€496.79	€43.76
	3 rd	€496.79	€43.76
	4 th	€521.40	€121.50
	5 th	€544.09	€121.50
	6 th	€562.80	€121.50
	7 th	€577.11	€121.50
	8 th	€585.51	€121.50
	9- 12 th	€624..94	€121.50

In addition to basic pay and Military Service Allowance (MSA), Able Chefs are currently paid the following:

NAVAL PAY:

Naval Pay is payable at a rate of €20.37 per week.

TECHNICAL PAY:

On Successful completion of training, an Able Chef receives Technical Pay (Group 2) at a rate of €26.90 per week.

PATROL DUTY ALLOWANCE:

Patrol Duty Allowance is payable at a rate of €50.52 per day. This allowance is only paid for days afloat on sailing order.

Note:

It should be noted that the rate of remuneration and payment of the allowances outlined above are subject to review and adjustment on an ongoing basis in accordance with changes applicable across the public service generally as per Government policy.

Method of Payment

Currently an Able Chef is paid on a weekly basis by means of electronic funds transfer to a designated financial institution.

13. OCCUPATIONAL PENSION ARRANGEMENTS

Members of the Permanent Defence Force may qualify for occupational pension and retirement gratuity (collectively called superannuation benefits) subject to meeting certain terms and conditions. A person's date of first joining the Permanent Defence Force and whether they have any previous Public Service employment will generally decide their specific occupational pension terms. Successful candidates appointed from this competition will be required to pay appropriate employee pension contributions from weekly pay, as well as the 'pension levy'. Different pension arrangements apply to members of the Permanent Defence Force who:

- a. Join on or after 1 January 2013 **or**
- b. Joined on or after 1 April 2004 but before 1 January 2013

Further details are set out in Annex A

See also **Paragraph 10** regarding conditions and terms of enlistment.

14. CLOTHING

Items of Uniform are provided to successful candidates.

It should be noted that the current provisions regarding the issue of a uniform may be subject to change in accordance with Government Policy.

15. LEAVE AND HOLIDAYS

Subject to the exigencies of the service, annual leave not exceeding twenty eight days in the case of personnel serving in shore establishments and forty three days in the case of personnel serving afloat may be granted in any one leave year.

It should be noted that this annual leave provision is currently calculated on a 7 day basis. Leave is subject to adjustment on an ongoing basis in accordance with changes applicable across the Public Service generally as per Government Policy. Leave arrangements within the Defence Force are currently the subject of discussions between Management and Staff Representatives under the Defence Forces Conciliation and Arbitration Scheme as part of an overall review of leave arrangements across the Public Service.

16. SICK LEAVE

Sick Leave may be granted in accordance with the provisions of Defence Force Regulation A.12 (Medical Treatment) and Defence Forces Regulation S.3 (Pay and Allowances).

Sick Leave provisions are subject to adjustment on an ongoing basis in accordance with changes applicable across the Public Service generally as per Government Policy. Sick Leave provisions within the Defence Forces, are currently the subject of discussions between Management and Staff Representatives under the Defence Forces Conciliation and
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Arbitration Scheme as part of an overall review of Sick Leave provisions across the Public Service.

17. HEALTH AND WELFARE

Medical attendance, hospital and dental treatment are provided free subject to the limitations as required by law.

18. COURSES

In order to ensure that he/she will be competent to carry out the duties of higher rank to which he/she may be promoted, personnel will be required to undergo such courses as may be laid down from time to time.

Personnel may be required to undergo special courses of training. Before proceeding on such a course at public expense personnel appointed under these conditions will be required to subscribe to an undertaking that, in the event of his/her leaving the Permanent Defence Forces voluntarily at any time after they have commenced the course, or within a specified period from the date of termination of the course, he/she will refund the cost of such training to the Minister of Defence including the cost of pay and allowances paid to them during the period of attendance at the course.

Payment of the amount involved, including the cost of any pay and allowances paid to them during the attendance at the course, must be made in full and up-front, i.e. before the actual date of their discharge. However, in every case, the granting of permission to Enlisted Personnel to be discharged from the Permanent Defence Force is a matter for the appropriate authority in accordance with the relevant provisions of the Defence Acts.

NOTE

THE ACCEPTANCE BY THE CHIEF OF STAFF, DEFENCE FORCES, OF AN APPLICATION FORM FROM A PERSON DESIRING TO BE A CANDIDATE FOR ENLISTMENT SHOULD NOT BE REGARDED AS AN ADMISSION BY THE CHIEF OF STAFF THAT SUCH A PERSON SATISFIES ALL OR ANY OF THESE CONDITIONS OR THAT HE/SHE IS NOT DISQUALIFIED BY LAW FROM ENLISTMENT.

EVERYTHING CONTAINED IN THESE CONDITIONS, NOTES AND ANNEXES IS SUBJECT TO THE OVER-RIDING AUTHORITY OF THE GOVERNING STATUTES, REGULATIONS AND SCHEMES, INCLUDING THE DEFENCE ACT, 1954 (AS AMENDED AND EXTENDED) AND STATUTORY PROVISIONS MADE, OR TO BE MADE, THEREUNDER, AND ANY OTHER RELEVANT PROVISIONS, AGREEMENTS, LEGISLATION, PUBLIC SERVICE POLICY, CIRCULARS AND/OR INSTRUMENTS AND ANY ERRORS WHICH MAY APPEAR HEREIN ARE SUBJECT TO CORRECTION AT ANY TIME.

IN ADDITION, ALL TERMS AND CONDITIONS OUTLINED IN THIS DOCUMENT ARE SUBJECT TO CHANGE UNDER THE DEFENCE FORCES CONCILIATION AND ARBITRATION SCHEME, THE CROKE PARK AND HADDINGTON ROAD AGREEMENTS AND ANY OTHER AGREEMENT AS MAY BE CONCLUDED FROM TIME TO TIME.

APPOINTMENTS ARE OPEN TO MALES AND FEMALES ON AN EQUAL BASIS.

CANVASSING WILL DISQUALIFY

Candidates, when completing their application form, will be required to confirm that they have not:

- *knowingly or recklessly provided false information*
- *canvassed any person with or without inducements*
- *personated a candidate at any stage of the process*
- *interfered with or compromised the process in any way*

NOTE FOR FUTURE CANDIDATES

These conditions apply for the 2019 competition only and may be reviewed in advance of any future competition.

OCCUPATIONAL PENSION BENEFITS

As enlisted personnel in the Permanent Defence Force (PDF), your retirement (superannuation scheme) benefits depend firstly on the date you join the Defence Forces and whether you have any previous public service employment – see further details below. The main benefits under the PDF pension schemes are:

- a. an occupational pension,
- b. a retirement gratuity (lump sum) or death in service gratuity, and
- c. spouses/civil partner's and children's contributory pensions.

As mentioned in paragraph 10 of this document, for those who enlist in the Permanent Defence Force from 1 January 1994 onwards, certain maximum service etc. limits apply depending on rank and other criteria.

The new Single Public Service Pension Scheme applies to all military personnel joining the PDF as first-time new entrants to the public service on or after 1 January 2013

This is provided for under the *Public Service (Single Scheme and Other Provisions) Act 2012*. This new *defined benefit* scheme also applies, as appropriate, to former public servants returning to the public service from 1 January 2013 onwards, after a break of more than 26 weeks, or other than under the same contract of employment. Retirement benefits under this Single Scheme are based on 'career average earnings' rather than on 'final salary'. A minimum pension age of 50 applies. That is, pension and gratuity (lump sum) will not normally be payable immediately on discharge / retirement unless the person serves to age 50. Where leaving the PDF before age 50, benefits will be preserved and generally payable in line with, and linked to, future social welfare State Pension age (currently 66 rising to age 68). Retirement benefits under the Single Scheme are contributory. A 7.5% employee pension contribution applies to PDF for their personal and survivors' benefits; and pension will be subject to *integration* with the Social Insurance system.

For those who are not eligible for membership of the Single Scheme above, the following arrangements will apply:

Under the *Public Service Superannuation (Miscellaneous Provisions) Act 2004*, different occupational pension arrangements apply to all military personnel who joined the PDF as new entrants **on or after 1 April 2004 and before 31 December 2012**.

This includes successful candidates appointed from this competition who, having enlisted during that period, are already serving in the PDF and are discharged and immediately re-enlisted as Able Chefs.

Their 'pre-January 2013' *defined benefit* pension scheme provides for a 'minimum pension age' of 50. This means that pension and gratuity (lump sum) is not normally payable immediately on discharge / retirement unless the person serves to age 50. Maximum retirement benefits build up over 30 years. Where leaving the PDF before age 50, benefits are not payable immediately but are 'preserved' and payable from age 60. As in other pre-existing public service pension schemes generally, benefits are based on total pensionable service (subject to a maximum of 30

years) and pensionable pay at discharge / retirement date. A 1.5% pension contribution is payable and pension is subject to *integration* with the Social Insurance system.

New entrants to the public service, including enlisted personnel in the PDF, are insurable for full PRSI. On that basis, their occupational (and/or spouse's) pension is subject to *integration* with the State Social Insurance system in accordance with standard public service arrangements. This means that their entitlement to the range of Social Insurance benefits (including the State Pension Contributory) is taken into account when calculating the amount of occupational pension payable. This results in a lower rate of occupational pension than would otherwise be the case. Integration applies to pension and contributions, but not to gratuity.

All successful candidates from this competition will be required to pay appropriate **employee pension contributions** from weekly pay towards their superannuation benefits. .

All public servants who are in pensionable employment – including members of the PDF – are also liable to pay a **Pension-Related Deduction** (PRD) regardless of the date they join the public service. Commonly known as the ‘pension levy’, this was introduced by Government as part of a package of emergency financial measures. The PRD is separate from the standard employee pension contributions mentioned above and no additional superannuation benefits are earned as a result of the deduction.

Pension abatement, pension-accrual and declaration etc:

Candidates will be required to declare any pre-existing entitlements to a Public Service pension benefit (whether in payment or preserved) from any other Public Service employment or any such employment in which they received a payment-in-lieu of pension in respect of such service.

Candidates should be aware that if he/she was previously employed in the public service and is in receipt of a pension from the public service, the 2012 Single Scheme Act provides for the abatement (i.e. reduction / suspension) of any Public Service pension on re-employment within the public service, even where the new employment is in a different area of the public service.

In addition, if the candidate was previously employed in the public service, the 2012 Act also limits the amount of qualifying service which can be accrued in existing (pre-2013) pension schemes to a maximum of 40 years service across all Public Service employments. This may have implications for any new recruit / appointee who has already acquired pension rights in a previous Public Service employment.

Laser Eye Surgery

Applicants, for whom any one or more of the following criteria apply, will be deemed unfit to join the Permanent Defence Force:

- (a) Applicants who have had their visual acuity corrected by non-laser surgery or laser surgery involving the raising of a corneal flap
- (b) Applicants who have had corrective laser surgery not involving the raising of a corneal flap, within 12 months of the advertised closing date for receipt of applications
- (c) Where there continues to exist, beyond one year of corrective laser surgery not involving the raising of a corneal flap, significant visual impairment or side effects related to the surgery, or both
- (d) Where, following corrective laser surgery not involving the raising of a corneal flap, the residual corneal stromal thickness is less than 300 microns.